

PROBLEM NOTIFICATION REPORT

Contract No.: _____

Task Order No: _____

Date: _____

1. Identify nature and source of problem:
2. COTR was verbally notified on:
3. Is action required by the Government?
Give date required:
4. Describe Government action required:
5. Will the problem impact the delivery schedule?
If yes, identify what deliverables will be affected and extent of delay:
6. Can required delivery be brought back on schedule?
7. Identify corrective action needed to resolve problem:
8. When will corrective action be completed?
9. Are increased costs anticipated?
10. Identify amount of anticipated costs, their nature, and define Government responsibility for problem and costs:

Submitted By: _____

Date: _____

